

The Nature Conservancy

JOB DESCRIPTION

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| JOB TITLE: | PALMYRA OPERATIONS MANAGER |
| JOB FAMILY: | Conservation |
| JOB NUMBER: | 450005 (Conserv Pract V) |
| SALARY GRADE: | 6 |
| FLSA STATUS: | Exempt |

BASIC QUALIFICATIONS:

- BA/BS degree in science, engineering, or related field and 5 years experience in facilities management or program operations management or equivalent combination of education and experience.
- Demonstrated ability to effectively manage staff remotely in an inclusive and empowering manner.
- Advanced working knowledge and understanding of equipment maintenance and infrastructure systems (marine, energy, water, sewage, etc.).
- Experience managing complex or multiple projects, including staffing, workloads, finances, transportation and other logistics.
- Proficiency in Word, Excel, PowerPoint to keep track of calendars, financial data, and other information.
- Experience communicating directions or tasks and collaborating with a team of people to ensure that goals are met and projects accomplished.

TO APPLY:

Please complete an online application at www.nature.org/careers and upload a resume and cover letter as one document. Cover letter must clearly articulate how you meet the basic qualifications listed. Deadline to apply is 5:00pm HST July 22, 2011.

The successful candidate must possess, or be able to obtain, a valid Passport, proof of a physical examination showing good physical health, and a current tetanus vaccination. In addition, TNC requires staff travelling to Palmyra to obtain membership in an Emergency Evacuation Service.

ESSENTIAL FUNCTIONS:

The Nature Conservancy is a leading conservation organization working globally to protect ecologically important lands and waters for people and nature. Located 1,000 miles south of Hawai'i and an untold distance from civilization, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. Palmyra is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS.

Palmyra atoll also supports the most natural marine research station in the world, which is managed cooperatively between TNC and the Palmyra Atoll Research Consortium (PARC) – a consortium of world-renowned research institutions (see www.palmyra-research.org).

The Palmyra Program Operations Manager is based out of our Honolulu office, and is responsible for ensuring that all operations of the Palmyra research station are conducted in a safe and efficient manner, and are done in compliance with all applicable laws and regulations. The Operations Manager is responsible for oversight of all of the Conservancy's station facilities and equipment on Palmyra, and works closely with staff from The Nature Conservancy, the USFWS, and members of PARC. After demonstrating

satisfactory job performance, the Palmyra Operations Manager may supervise the Field Station Manager, and/or other staff as appropriate.

Primary job responsibilities include:

- Ensures continuity of operations and facility management between rotations by Palmyra program staff.
- Works with Program staff to develop and ensure all Station Standard Operating Procedures, Protocols and Guidelines are implemented, up to date, and organized.
- Identifies and prioritizes maintenance needs and implements long term maintenance and facilities plan for the research station.
- Works closely with Program Director and others on recruiting and hiring of staff.
- Ensures all TNC Station staff members have applicable training and certifications.
- Develops and cultivates professional skills in staff.
- Develops and implements embraced solutions to program challenges.
- Provides clear example of collaborative leadership for island staff.
- Makes purchases and tracks expenditures according to the approved budget. Creates budget analysis as needed to keep the Palmyra program Director and the PARC members informed on expenses and budget status.
- Assists with invoice payments and CONCUR reimbursements, and manages expense tracking for the Palmyra program.
- Coordinates contract development with legal department, tracks progress on contracts and processes payments.
- Assists Coordinator and Program Director with research station logistics including communicating with travelers about trip requirements, processing required paperwork, making plane and research station reservations, and provisioning/packing of aircraft.
- Provides PARC with periodic updates on research station operations and science visits.
- Maintains a collaborative relationship with USFWS and PARC through interaction with the USFWS Refuge Manager and PARC members.
- Identifies volunteer needs for Palmyra program and solicits, screens, and selects suitable volunteers.
- Maintains a flexible schedule to include possible mainland travel, some weekend and evening work, and travel to Palmyra to assure proper operation of the research station, and to maintain relationships with TNC staff, FWS staff, PARC members and others.
- Provides leadership role to atoll staff.

REQUIRED KNOWLEDGE AND SKILLS:

- BA/BS degree in science, engineering, or related field and 5 years experience in facilities management or program operations management or equivalent combination of education and experience.
- Demonstrated ability to effectively manage staff remotely in an inclusive and empowering manner.
- Excellent interpersonal and leadership skills.
- Ability to make sound decisions on legal, financial, operational and reporting issues.
- Advanced working knowledge and understanding of equipment maintenance, infrastructure systems (marine, energy, water, sewage, etc.), and programmatic safety policies/procedures.
- Ability to manage complicated logistics.
- Recognized ability to develop collaborative work products and embraced solutions.
- Ability to lead a team remotely.
- Ability to communicate effectively and work closely with scientists and others.
- Ability to work with TNC staff, PARC, FWS, and other partners to improve Conservancy programs' outcomes.
- Knowledge of current trends and practices in relevant discipline(s) and regions.
- Experience in providing applicable training and job skills to meet program needs.
- Demonstrated experience completing tasks independently with respect to timeline(s).
- Demonstrated ability to manage time and diverse activities under deadlines while delivering quality results

- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- Excellent communication skills via written, spoken and graphical means.

COMPLEXITY/PROBLEM SOLVING:

- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes.
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.
- Compiles information, and modifies processes to generate plans.
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems.
- Cultivates and develops creative ideas to improve operational strategies.
- Applies diversified knowledge of operations principles and practices to a variety of assignments.
- Identifies and disseminates lessons learned, best practices and methods, tools, consistencies and inconsistencies across plans.
- Ensures program accountability and legal compliance.

DISCRETION/LATITUDE/DECISION-MAKING:

- Ability to make sound decisions for the Palmyra program in operational areas.
- Makes independent decisions based on analysis, experience, and judgment.
- Performs tasks with minimal supervision.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- Manages multi-disciplinary administrative and professional staff, with responsibility for performance management, training and career development. Establishes clear directions and sets stretch objectives.
- May need to gain cooperation from outside parties to accomplish program goals.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors and assisting with budget development.
- Ensures program compliance with internal policies and external requirements.
- Establishes and maintains optimal standards of performance for the department or program while controlling costs and administering budgets.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Provides a variety of information to staff and others, contributing to operations of the Palmyra program and assisting workflow throughout the organization.
- Works and communicates effectively with a diverse group of people, including scientists, preserve staff, FWS staff and others, providing and obtaining needed information.
- Provides appropriate training for internal and external staff and colleagues to keep research station running efficiently and in compliance with applicable rules and regulations.
- Explains maintenance and operational needs, including rules, regulations, protocols and guidelines to technical and non-technical audiences.
- Communicates strategic project goals and objectives.

WORKING CONDITIONS/PHYSICAL EFFORT:

The Palmyra Program Operations Manager may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions may:

- require considerable physical exertion and/or muscular strain.
- present frequent possibility of injury.
- require long hours in isolated settings.
- require mainland travel and weekend and evening work.
- require frequent trips to Palmyra to assure proper operation of the research station, and to maintain productive working relationships with TNC staff, FWS staff, PARC members and others.

The Nature Conservancy is an Equal Opportunity Employer.